

STATE OF NEW HAMPSHIRE - DEPARTMENT OF TRANSPORTATION

Bureau of Environment

PO Box 483, 7 Hazen Drive, Concord NH 03302-0483

Statewide On-Call Wetlands Service Agreement (2022-2025)

Bid Form Information

INSTRUCTIONS TO BIDDERS

Name/Company: **Date:**

Enter Company Name → **Enter date** →

Labor Classifications & Labor Rates Used in this Agreement

Labor Classifications	Hourly Labor Rates	es in
	words (dollars and cents)	figures (\$)
Project Manager		
Senior Wetland Scientist		
Wetland Scientist		
Technician		
Clerk		

Enter labor rates here using words for each classification → **Enter labor rates here using figures for each classification** →

For bidders using the form electronically, you only need to fill in the yellow boxes. All others fields will populate automatically. Note that you are responsible for ensuring accuracy.

Task Order Bid Summary Amount

TASK	DESCRIPTION	TOTAL
TASK A	PROJECT INITIATION	
TASK B	WETLAND DELINEATION	
TASK C	FUNCTIONS AND VALUES	
TASK D	WETLAND DELINEATION REPORT	
TASK E	WETLAND MITIGATION SITE ASSESSMENT	
TASK F	STREAM CROSSING ASSESSMENT	
TASK G	RARE PLANTS/ENDANGERED SPECIES	
LABOR SUBTOTAL		
EXPENSES		\$4,000.00
TOTAL		

For bidders using the form electronically, these values will populate automatically when you enter the contract hourly labor rates above. Note that you are responsible for ensuring accuracy.

Totals for all tasks must be included here. Zero dollar bids are not allowed. These totals must match the totals in the corresponding task sections below.

Add the labor total for all tasks above (Tasks A-G).

Add the labor subtotal and the \$4,000 in expenses . This is your total bid, and the basis for contract award.

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Task	Labor Classifications	Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
A.	Project initiation				
	Project Manager	8			
		1			
		8			
		20			
<div style="border: 1px solid red; padding: 5px; color: red;"> <p>Multiply the hours by the contract hourly labor rate to get the total here.</p> <p>This is typical for all labor classifications in each task.</p> </div>					
<div style="border: 1px solid red; padding: 5px; color: red;"> <p>For bidders using the form electronically, these fields will populate automatically when you enter the contract hourly labor rates above in both words and figures. Note that you are responsible for ensuring accuracy.</p> </div>					
<div style="border: 1px solid red; padding: 5px; color: red;"> <p>Please ensure that the contract hourly labor rates here match the corresponding contract hourly rates on page 1.</p> <p>This is typical for all tasks.</p> </div>					
		Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
		8			
		100			
		100			
		208			
TASK B TOTAL					

Task	Labor Classifications	Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
C.	Functions and Values				
	Project Manager	8			
	Senior Wetland Scientist	100			
	Wetland Scientist	80			
TASK C TOTAL					

Calculate the cost for this task in this box. Ensure the corresponding box on page 1 matches this total.

This is typical for all tasks.

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Task	Labor Classifications	Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
D.	Wetland Delineation Report Preparation/Permit Application				
	Project Manager	8			
	Senior Wetland Scientist	44			
	Wetland Scientist	50			
	Technician	16			
		4			
		122			

Please ensure that the contract hourly labor rates in "words," match the contract hourly labor rates in "figures" for all tasks. If there is a discrepancy, the contract hourly labor rates in "words" shall govern, and your bid will be adjusted by the Department when certifying the bid accordingly.

If the discrepancy would change whether your bid results in contract selection, the Department reserves the right to reject your bid all together.

Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
Assessment			
4			
32			
16			
8			
60			

Task	Labor Classifications	Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
F.	Stream Crossing Assessments				
	Project Manager	4			
	Senior Wetland Scientist	20			
	Wetland Scientist	12			
	Technician	4			
TASK F TOTAL		40			

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Task	Labor Classifications	Hours	Contract Hourly Labor Rates in Words	Contract Hourly Labor Rates in Figures	Total
G.	Rare Plants/Endangered Species				
	Project Manager	2			
	<div> <p>Total the cost of all labor (Task A + Task B + Task C + Task D + Task E + Task F + Task G). This should match the "Labor Subtotal" on page 1</p> <p>For bidders using the form electronically, this field will populate automatically when you enter the contract hourly labor rates above in both words and figures. Note that you are responsible for ensuring accuracy.</p> </div>				

LABOR SUBTOTAL	674
EXPENSES	\$4,000.00
<div> <p>Add the labor total and the \$4,000 expenses (fixed). Enter that value here. This is the total task amount, and should match the "Total Task Amount (Bid)" total on page 1</p> <p>For bidders using the form electronically, this field will populate automatically when you enter the contract hourly labor rates above in both words and figures. Note that you are responsible for ensuring accuracy.</p> </div>	